



# position description

POSITION TITLE	Infrastructure Engineer
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 6
DIRECTORATE	Infrastructure & Growth
BUSINESS UNIT	Projects and Assets
REPORTS TO	Senior Infrastructure Engineer
SUPERVISES	Contractors as required
	Consultants as required
EMPLOYMENT STATUS	Full time
DATE	
EMPLOYEE NAME	

## ORGANISATIONAL CONTEXT

Wodonga Council’s vision for the city is to be seen as a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

## POSITION OBJECTIVES

The Infrastructure Engineer supports the successful delivery of Council’s civil infrastructure program through the planning, design, supervision and project management of infrastructure projects. The role contributes to the effective delivery of roads, drainage, footpaths, cycleways and related civil works by preparing designs and specifications, supervising contractors, managing budgets and ensuring compliance with legislative, engineering and asset management requirements. The position also supports subdivision engineering, customer enquiries and continuous improvement initiatives to achieve Council Plan objectives and sustainable infrastructure outcomes.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

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- Delivers civil infrastructure projects including roads, drainage, footpaths, cycleways, reseals and associated municipal works to support the successful delivery of Council's annual capital works program and long-term infrastructure objectives.
- Prepares detailed engineering designs, technical drawings, specifications, tender documentation and cost estimates to ensure infrastructure projects are compliant, constructible, cost-effective and aligned with relevant engineering standards and Council requirements.
- Supervises civil construction works and administers contracts through inspections, contractor coordination, progress monitoring and quality assurance activities to ensure works are delivered safely, on time, within budget and to approved specifications.
- Manages project delivery activities including budgets, contractor claims, variations, scheduling and project reporting to support effective financial management, minimise project risks and achieve approved delivery timeframes.
- Collaborates with consultants, contractors, service authorities, developers and internal stakeholders to coordinate approvals, resolve technical issues and support the efficient delivery of infrastructure and subdivision projects.
- Assesses subdivision engineering plans, planning permit applications and associated construction works to ensure compliance with approved plans, permit conditions, Council standards, legislative obligations and asset management requirements.
- Maintains accurate project, design and asset information within Council systems, including as-constructed documentation and asset handover records, to support asset management, renewal planning and long-term infrastructure sustainability.
- Provides timely technical advice, responds to customer and engineering enquiries, contributes to risk assessments and funding submissions, and supports continuous improvement initiatives across the Infrastructure and Growth Directorate.

## COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

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You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	Talk straight – Say what you mean and mean what you say Create transparency – Do not withhold information unnecessarily or inappropriately Right wrongs Practice accountability – Take responsibility for results without excuses Extend trust – Show a willingness to trust others, even when it involves a measure of risk
Respect	Treat other people with courtesy, politeness and kindness, no matter what their position or opinion Listen first – Seek to understand others before trying to diagnose, influence or prescribe

Integrity	<p>Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values</p> <p>Keep confidences</p> <p>Do what you say you will do to the best of your ability</p> <p>Be open about mistakes</p> <p>Speak of those that are absent only in a positive way</p>
Learning	<p>Work together and learn from each other</p> <p>Continuously improve and innovate</p> <p>Be open to change</p> <p>There is a high degree of responsibility for results – delivery without excuses</p>

#### CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

#### JUDGEMENT AND DECISION-MAKING SKILLS

- Prioritises project activities, inspections and operational tasks to meet deadlines and service requirements.
- Applies engineering judgement to identify issues, assess risks and determine appropriate solutions within established procedures and standards.
- Analyses project and construction information to support effective decision-making and project delivery outcomes.
- Identifies emerging issues and escalates complex matters appropriately while exercising initiative in day-to-day problem solving.

#### SPECIALIST KNOWLEDGE AND SKILLS

- Applies knowledge of civil engineering design, construction and contract administration principles to deliver infrastructure projects and subdivision works.
- Prepares technical drawings, specifications, tender documentation and cost estimates for a range of municipal infrastructure projects.
- Utilises engineering and asset management systems including AutoCAD, Civil Site Design, GIS, Word, Excel and relevant Council software to support project delivery and record management.
- Interprets engineering standards, planning permit conditions, legislation and Council requirements to ensure compliant project outcomes.
- Maintains accurate asset, project and as-constructed information to support lifecycle management and long-term infrastructure planning.

- Supports risk management, funding submissions and infrastructure investigations through sound technical analysis and documentation.practices

#### MANAGEMENT SKILLS

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- Manages multiple projects, competing priorities and operational demands to achieve agreed timelines and service outcomes.
- Coordinates contractors, consultants and project stakeholders to support safe, efficient and compliant delivery of works.
- Monitors project budgets, contract performance and resource requirements to support effective financial and operational management.
- Maintains accurate records, reports and project documentation in accordance with Council procedures and legislative obligations.
- Applies risk management, safety and compliance practices to support safe work environments and minimise operational impacts.
- Demonstrates flexibility and adaptability when responding to changing project priorities, workloads and organisational requirements.

#### INTERPERSONAL SKILLS

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- Builds positive working relationships with internal teams, contractors, consultants, authorities and community stakeholders.
- Communicates clearly and professionally in both verbal and written formats to support project coordination and customer service outcomes.
- Works collaboratively within multidisciplinary teams to achieve shared infrastructure and organisational objectives.
- Applies negotiation, problem-solving and conflict resolution skills to manage project issues and stakeholder interactions effectively.
- Provides accurate and timely advice to customers and stakeholders regarding engineering and infrastructure matters..

#### INFORMATION TECHNOLOGY SKILLS

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Be computer literate and have the ability to quickly learn and adopt software programs used by the organization relevant to the position.

#### CUSTOMER SERVICE SKILLS

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- Delivers professional, responsive and customer-focused service to internal and external stakeholders.
- Communicates clearly and respectfully to understand customer needs and provide accurate technical advice and updates.
- Maintains commitments and follows through on enquiries, requests and project-related communication.
- Supports equitable access to Council services by assisting customers with diverse needs and abilities.

## EMERGENCY MANAGEMENT DUTIES

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As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

## QUALIFICATIONS AND EXPERIENCE

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- A Degree in Civil Engineering, and/or relevant experience
- Demonstrated experience in the development and delivery of infrastructure projects including concept design, detailed design, supervision and project management.

## LICENCES AND MANDATORY REQUIREMENTS

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- Current Drivers Licence
- Evidence of eligibility to work in Australia
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)

## EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

## INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

## COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Having difficult or uncomfortable conversations.
- Meet performance expectations working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

## KEY SELECTION CRITERIA

1. A Degree in Civil Engineering, and/or relevant experience
2. Demonstrated experience in the development, detailed design, delivery and project management of civil construction works relevant to local government
3. Ability to utilise information technology systems including AutoCad, Civil Site Design (or equivalent), Word, Excel, GIS, and other relevant IT systems

4. Highly effective communication skills both oral and written, with excellent negotiation and conflict resolution skills.
5. Ability to manage own time, set priorities and organise self to achieve specific objectives as required

Staff member signature

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## People and performance framework

<p style="text-align: center;"><b>CUSTOMER SERVICE AND COMMUNICATION</b></p>  <p>Understanding and valuing our customer needs to make sure we provide quality customer service.</p>	<p style="text-align: center;"><b>BUILD AND ENHANCE RELATIONSHIPS</b></p>  <p>Collaborating and working with our people and community.</p>	<p style="text-align: center;"><b>PLAN, ORGANISE AND DELIVER</b></p>  <p>Performing work to the best of our ability to deliver successful outcomes for our people and community.</p>	
<p style="text-align: center;"><b>FUTURE FOCUS</b></p>  <p>Identifying ways we can do better and anticipating future opportunities.</p>	<p style="text-align: center;"><b>PEOPLE DEVELOPMENT</b></p>  <p>Looking after the personal and professional growth of our people.</p>	<p style="text-align: center;"><b>MANAGE HEALTH AND WELLBEING</b></p>  <p>Recognising the importance of staff health and wellbeing.</p>	<p style="text-align: center;"><b>SAFETY AND RISK MANAGEMENT</b></p>  <p>Prioritising safe and ethical behaviour and decision-making in everything we do.</p>

### Customer Service and Communication

<p>Demonstrates commitment to a high standard of service to customers and the community.</p>	<ul style="list-style-type: none"> <li>• Is helpful, shows respect, courtesy and fairness with staff and customers</li> <li>• Demonstrates empathy and a willingness to assist</li> <li>• Communicates information clearly</li> <li>• Listens and asks questions to understand customer needs and point of view</li> <li>• Proactively seeks solutions and keeps customers informed of progress</li> <li>• Operates within council procedures and policies</li> <li>• Writes in a way that is logical and easy to follow</li> </ul>
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### Build and Enhance Relationships

<p>Works co-operatively and effectively with others.</p>	<ul style="list-style-type: none"> <li>• Demonstrates clear, open and honest communication</li> <li>• Works constructively to resolve conflict</li> <li>• Shows enthusiasm to help others</li> <li>• Listens and respects the value of different views, ideas and ways of working</li> <li>• Builds and sustains positive relationships with staff and customers</li> <li>• Actively participates in team and other activities</li> <li>• Keeps others informed and seeks clarification when required</li> </ul>
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### Plan, Organise, Deliver

<p>Organises and prioritises own work to meet work commitments.</p>	<ul style="list-style-type: none"> <li>• Demonstrates effective use of time and resources to meet expectations and achieve outcomes</li> <li>• Understands what is required of the role and how this contributes to team priorities</li> <li>• Keeps appropriate people informed on progress of tasks and projects</li> <li>• Seeks information when required, demonstrates initiative</li> <li>• Undertakes to complete all tasks with a positive, can-do attitude</li> </ul>
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### Future Focus

<p>Looks for improvements and is adaptable to change.</p>	<ul style="list-style-type: none"> <li>• Understands council vision and purpose and how their role fits in</li> <li>• Is willing to adapt to changing processes, systems, technology and environments</li> <li>• Looks for improvements and better ways of doing things</li> <li>• Seeks support and clarification when required</li> </ul>
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### People Development

<p>Welcomes opportunities for learning and self-development.</p>	<ul style="list-style-type: none"> <li>• Displays council values</li> <li>• Reflects upon own performance</li> <li>• Seeks and acts upon feedback</li> <li>• Sets goals for personal and professional development</li> <li>• Finds ways to learn and improve in the completion of day-to-day tasks</li> <li>• Takes responsibility for own work and meeting job requirements</li> </ul>
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<b>Manage Health and Wellbeing</b>
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<p>Takes responsibility for self-care and managing work-life balance.</p>	<ul style="list-style-type: none"> <li>• Demonstrates effective time management and prioritising of tasks</li> <li>• Is aware of, controls and expresses their own emotions appropriately</li> <li>• Recognises when support is needed</li> <li>• Accepts responsibility for their own actions and outcomes</li> <li>• Is aware of the importance of self-care</li> </ul>
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<b>Safety and Risk Management</b>
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<p>Takes responsibility for personal actions and reports safety and compliance concerns.</p>	<ul style="list-style-type: none"> <li>• Remains vigilant in ensuring a safe working environment for self and others</li> <li>• Is aware of risk and takes action to prevent problems</li> <li>• Reports hazards, incidents (including near misses) and compliance concerns in a timely way</li> <li>• Understands the importance of honesty and transparency</li> <li>• Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets</li> <li>• Complies with policies and procedures</li> </ul>
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ATTACHMENT 2

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Design work	Development of designs	<ul style="list-style-type: none"> <li>Effectively communicate with staff of all levels</li> <li>Liaison with consultants and developers</li> <li>Complete technical drawings, using councils systems</li> <li>Development of tenders and specifications</li> <li>Computer use</li> <li>Phone use</li> </ul>	Walking		X		
			Standing	X			
			Sitting			X	
			Neck postures				X
			Fine motor skills				X
			Understand instructions			X	
			Maintain concentration				X
			Make decisions			X	
			Solve complex problems			X	
			Interaction with others			X	
			Supervise others		X		
Prioritisation					X		

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Site action	Conducting activities to provide measurable information	<ul style="list-style-type: none"> <li>Optical levelling</li> <li>Utilising traffic counters</li> <li>Using a measuring tape</li> <li>Road spotting</li> </ul>	Walking			X	
			Standing			X	
			Bending			X	
			Kneeling			X	
			Squatting			X	
			Reaching			X	
			Twisting			X	
			Neck postures				X
			Receiving instructions			X	
			Decision making			X	

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Project supervision and inspection	Attend sites to inspect works	<ul style="list-style-type: none"> <li>Liaison with internal staff and external agencies</li> <li>Visual inspection of works</li> <li>Liaison with contractors and consultants</li> <li>Driving of company vehicles</li> </ul>	Walking			X	
			Sitting		X		
			Standing		X		
			Neck postures				X
			Provide instructions			X	
			Maintain concentration			X	
			Make decisions			X	
			Solve complex problems			X	
			Interaction with others			X	
			Supervise others			X	
			Walking			X	
			Sitting		X		
			Standing		X		
			Neck postures				X
			Provide instructions			X	
			Maintain concentration			X	
			Make decisions			X	
			Solve complex problems			X	
			Interaction with others			X	
			Supervise others			X	

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
		<ul style="list-style-type: none"> <li>Computer use</li> <li>Phone use</li> <li>Updating online systems</li> </ul>	Sitting				X
			Reaching		X		
			Neck rotation				X
			Maintain concentration				X
			Problem solving			X	
			Interaction with others		X		

Administrati on	Administrative tasks relating to the role	<ul style="list-style-type: none"><li>• Liaison with internal staff and external agencies, including the public</li><li>• Contract management</li><li>• Working within a budget</li></ul>	Prioritisation				X
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